



County of Bernalillo

State of New Mexico

Purchasing Department

One Civic Plaza, NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov/purchasing/

DATE: 14 March 2013

ATTN: All Prospective Agencies

FROM: Natara Landrau, Senior Buyer

SUBJ: Request for Qualifications RFQ 38-13-NL
Social Service Programs and Event Sponsorships

The Bernalillo County Purchasing Department on behalf of Bernalillo County Office of Health and Social Services is inviting non-profit agencies servicing residents of Bernalillo County to participate in the County's social service and community event sponsorship program.

A non-mandatory conference will be held on March 21, 2013 at 10:00 am at the National Hispanic Cultural Center, 1701 4th St. SW, History & Literary Arts Building, Salon Ortega Room, Albuquerque, NM 87102.

All agencies MUST register to receive a complete copy of the RFQ document and qualifications. For registered agencies, pertinent RFQ documents, including the requirements pertaining to this program and any issued addendums pertaining to this solicitation, can be downloaded through the purchasing website at no cost. For agencies not registered, interested parties can register at no cost through the County's purchasing website, www.bernco.gov/purchasing. Agencies are also welcome to contact Jennifer Millan, at (505) 468-7389, or by e-mail jmillan@bernco.gov for assistance in the on-line registration and/or to request a hard copy of the document at a cost of 50 cents per page. Requesting a hard copy of the document at a cost of 50 cents per page will result in registration for this solicitation only.

Sealed Submission Requests for the referenced Request for Qualifications (RFQ) must be addressed and delivered, **no later than 4:00 p.m. (local time) on Monday, April 15, 2013** to the Bernalillo County Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt. Delivery of submissions is the sole responsibility of the Agency.

Questions regarding the request submission process, instructions to Agencies or terms and conditions shall be directed to the Senior Buyer, Natara Landrau via email to mlandrau@bernco.gov

xc: File – RFQ #38-13-NL

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